

DISTRICT OF COLUMBIA AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

POSITION TITLE, SERIES, GRADE, & NUMBER	MAXIMUM GRADE	AREA OF CONSIDERATION	
<i>SUPERVISORY COMPUTER SPEC GS-0334-11, 80373000</i>	<i>CMS</i>	<i>ALL SOURCES AGR</i>	
ANNOUNCEMENT NUMBER	OPENING DATE	CLOSING DATE	
<i>01-487</i>	<i>20 Jul 01</i>	<i>20 Aug 01</i>	
SUBMIT APPLICATIONS TO:	<u>TYPE OF POSITION</u>	<u>TYPE OF APPOINTMENT</u>	<u>BRANCH OF SERVICE</u>
HUMAN RESOURCE OFFICE DC NATIONAL GUARD 2001 East Capitol Street Washington, DC 20003-1719	<i>AGR</i>	<i>ENLISTED</i>	<i>ANG</i>
WORK LOCATION <i>113th CF, DCANG ANDREWS AFB, MD</i>			
CONDITION OF EMPLOYMENT: <p>*National Guard Membership: Prior to appointment to this position, selectee must be a member of the District of Columbia AIR National Guard.</p> <p>*Electronic Funds Transfer: Selectees is required to participate in electronic funds transfer/direct deposit.</p> <p>*Military Duty Assignment: Selectee will be assigned to a compatible military position in the following AFSC or SSI specialties: AFSC: 3C000</p>			
<p>The following Full-time National Guard Tour (AGR) is available for qualified District of Columbia National Guard personnel and personnel eligible for appointment under the provisions of 10 USC 681, Title 32, Section 502 (f) Public Law 98-94 (State) for a initial period of ONE to SIX years. Currently employed AGR personnel who meet all qualifications will have priority consideration for this position under the provisions of the Career Development Program.</p>			
<p>INSTRUCTIONS FOR APPLYING: Applications for this announcement must be submitted on or before 1600 hours on the closing date to the Human Resource Office, 2001 East Capitol Street, Washington, DC 20003-1719. NGB 34-1 and copies of the following documents must be submitted with applications: RIP, (Report of Individual Person and any DD 214's). POC Ms. Marilyn Holt, 202-685-9771 or CMS Kennetta Douglas, 202-685-9770 (DSN 325). All KSA's must be addressed by element on a separate paper.</p>			
<p>EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age, physical handicap, or membership/non-membership in an employee organization, in conformance with Air National Guard Regulation 40-1613.</p>			
<p>EVALUATION PROCESS: Applications will be evaluated solely on information supplied in the application (NGB 34-1) and other required documents. All qualified applicants may be required to meet a formal interview/selection board. HRO will not make copies of NGB 34-1's on file in HRO. Each applicant will be required to submit applications by announcement number.</p>			

AN EQUAL OPPORTUNITY EMPLOYER

01-487 SUPERVISORY COMPUTER SPECIALIST 80373000, GS-0334-11

AGR CRITERIA:

- a. Applicants must meet initial entry-level qualification criteria listed in Chapter 2, (C1), ANGI 36-101, 5 August 94.
- b. Current on-board AGR must meet criteria listed in Chapter 3, ANGI 36-101, (C1), 5 Aug 94.

BRIEF DESCRIPTION OF DUTIES: Responsible for 5 or more information technology personnel. Assigns, directs, and reviews work. Determines work methods and procedures, establishes standards of performance, and makes formal appraisals of subordinates' work. Prepares requests for filling vacancies, and selects or participates in the selection of employees from certified eligible applicants. Manages assigned personnel availability and approves leave requests. Formulates training programs for subordinates and conducts informal training to broaden employee skills. Recommends promotions, reassignments, promotion awards, and disciplinary actions. Resolves formal grievances. Provides oversight and is responsible for all personnel in the Information Systems Branch and their accomplishment of a wide range of programs to include the Network Control Center, (NCC). Information Resource Management (IRM), and the Wing Information Assurance (IA) office. Manages the COMSEC account for the Wing and subordinate units. Ensures that the COMSEC Responsible Officer's (CRO) comply with the Air Force, National Guard, State, Federal Laws and applicable regulations. Provides a staff level function by overseeing and managing a centralized network customer service center. Ensures effective control of network requirements by providing a central point of contact for actions to include managing the division's centralized production control system, resolving resource conflicts, assisting system users, reviewing outstanding requirements, assessing and validating priorities, and providing solution advice to customers problems. Acts as a liaison between functional areas of the communications division to ensure requirements are properly routed and provide guidance to customers in determining requirement priorities. Notifies Communications Division Chief of outstanding network problems. Performs other duties as assigned.

QUALIFICATIONS: GS-11

GENERAL EXPERIENCE: Technical, analytical, supervisory, or administrative experience which has demonstrated the candidates ability to analyze problems of organization, workforce, information requirements, etc. and provide systematic solutions; and the ability to deal satisfactorily with others.

SPECIALIZED EXPERIENCE: Must demonstrate **thirty-six (36)** months' experience in which the following Knowledge, Skills, and Abilities as described have been attained: ****ALL KSA'S MUST BE ADDRESSED BY ELEMENT ON A SEPARATE PAPER****

- a. Ability to assign, direct and review work, determine work methods and procedures, establish standard of performance and make formal appraisals of subordinates' work.
- b. Ability to oversee and manage a network customer service center to include a production control system, resolving resource conflicts, assisting system users, reviewing outstanding requirements, assessing and validating priorities, and providing solution advice to customer problems.
- c. Skills in interpersonal communication. (This skill is needed to provide consultations, persuade, influence and educate team members and higher level management to secure their cooperation with tasks and projects. Also, it is needed to present proposals, to demonstrate and explain technical details in understandable language and to justify approaches taken.)
- d. Ability to lead a team and coordinate supporting duties and responsibilities. This ability is needed to coach, facilitate, mentor, and build consensus and use various planning techniques to produce results.
- e. Ability to handle complex telecommunication projects requiring collaboration with high level managers. (This ability is needed to provide analysis, approaches, resource estimates, implementation, documentation and training).